



ROBERT B. TAYLOR
Chief Probation Officer

COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY, DOWNEY, CALIFORNIA 90242

562-940-2728



January 20, 2010

Dear Prospective CONTRACTOR:

**REQUEST FOR PROPOSALS (RFP) TO PROVIDE LITERACY TUTORING AND
RELATED ACADEMIC SERVICES TO AT-RISK, PROBATION AND FOSTER-CARE
YOUTH THROUGH THE OPERATION READ PROGRAM
RFP #6401001**

The County of Los Angeles Probation Department is soliciting proposals from qualified PROPOSERS to provide literacy tutoring and related academic services to at-risk, probation and foster-care youth ages twelve to eighteen (12-18) through the Operation READ Program. The services target at-risk, probation and foster care youth with reading deficiencies and are aimed at increasing school competencies and school performance. Services will be offered in a group and or individual setting as determined by the COUNTY. Services will be delivered in the community, school, home, and/or a residential/detention facility. The goals of the program include but are not limited to: improved academic achievement; improve educational skills including reading, phonics, comprehension, fluency, writing, grammar, vocabulary, and spelling; and enhance test taking skills (California High School Exit Exam – CAHSEE). An indirect benefit of the literacy services include: reduction of juvenile arrests, and successful completion of probation.

The total funding available for this program is \$131,400 for each of the five (5) Literacy Tutoring Centers (LTC) for a period of July 1, 2010 through June 30, 2011. Contingent upon available funding, it may be extended by the Chief Probation Officer upon mutual agreement for four (4) additional twelve (12) month periods.

COUNTY plans to award five (5) contracts: one (1) contract for each of the five (5) Clusters listed in *Attachment B*. PROPOSERS must submit separate proposals for each Cluster for which services are being proposed. Combined proposals will not be accepted. CONTRACTORS will focus their efforts on a specific Cluster and may provide services in communities contiguous to the above-mentioned Clusters, as directed by COUNTY, and based on the needs of the COUNTY.

COUNTY will accept proposals from non-profit community-based organizations (CBOs) who have a Section 501 (c) Internal Revenue Service Code.

Prospective Contractor
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Interested and qualified CONTRACTORS who have demonstrated their experience in successfully providing services of this type are invited to submit proposals, provided they meet the Minimum Mandatory Requirements in *Attachment A*.

For a copy of the RFP #6401001 which establishes guidelines, criteria and procedures for proper application, contact:

Gayane Kazaryan, Contract Analyst
County of Los Angeles Probation Department
Contracts & Grants Management Division
9150 East Imperial Highway, Room C-01
Downey, CA 90242
(562) 658-4306

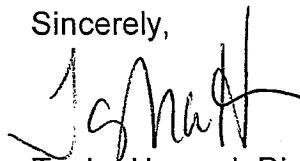
A copy of RFP #6401001 can also be accessed from the following website:
<http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp> or Los Angeles County Probation Department: <http://probation.co.la.ca.us/>

There will be a Mandatory Proposer's Conference where COUNTY representatives will be available to answer any questions about the RFP process and objectives. The Mandatory Proposer's Conference will be held on Wednesday, February 3, 2010, 9:30 a.m., PST, at the Los Angeles County Sheriff's Department, Kenneth Hahn Auditorium, 11703 South Alameda Street, Lynwood, CA 90262. Those planning to attend must notify Gayane Kazaryan by 12:00 p.m., PST, on Monday, February 1, 2010. **Please note that minors are not allowed to attend the conference.**

**PROPOSALS MUST BE RECEIVED NO LATER THAN 12:00 P.M., PST ON
FRIDAY, MARCH 5, 2010**

Careful consideration will be given to all responsive proposals. We look forward to working with each of the qualified and interested firms.

Sincerely,



Tasha Howard, Director
Contracts & Grants Management Division

TH:gk
Attachments

ATTACHMENT A

MINIMUM MANDATORY REQUIREMENTS

Interested and qualified PROPOSERS who have demonstrated their ability to successfully provide services of this type, are invited to submit proposal(s), providing they meet the following requirements:

1. PROPOSER must attend the Mandatory Proposers' Conference scheduled for **Wednesday, February 3, 2010, 9:30 a.m., PST.**
2. PROPOSER must submit a proposal by **12:00 p.m., PST, Friday, March 5, 2010.**
3. PROPOSER must demonstrate they are non-profit community-based organizations (CBOs) who have a Section 501 (c) Internal Revenue Service Code and are serving or have served communities within the Cluster for which services are being proposed.
4. PROPOSER must demonstrate a minimum of two (2) years experience within the last three (3) years operating literacy program serving at-risk, probation and foster-care youths.
5. PROPOSER must demonstrate a minimum of two (2) years experience within the last three (3) years providing tutoring for the California High School Exit Exam (CAHSEE).
6. PROPOSER must demonstrate a minimum of two (2) years experience within the last three (3) years in administering Federal, State, or local contracts.
7. PROPOSER must have an administrative business office located within or adjacent to the County of Los Angeles and the address for the business office must be included in the proposal.
8. PROPOSER must have a Literacy Tutoring Center (LTC) site located within the Cluster for which services are being proposed and the address must be included in the proposal.
9. PROPOSER must respond positively to a willingness to hire GAIN/GROW participants.
10. PROPOSER must certify intent to comply with the County's Jury Service Program.
11. PROPOSER must comply with the RFP format and requirements set forth in the Proposal Submission Requirements, Section 2.0 of the RFP, when submitting its proposal.

CLUSTERS

CLUSTER 1 CITIES AND COMMUNITIES

| Incorporated Areas | Unincorporated Areas | Los Angeles City Areas |
|--|---|---|
| Azusa Baldwin Park Bell Bell Gardens Commerce Cudahy El Monte Huntington Park Industry Irwindale La Puente Los Angeles (portion) Maywood Montebello Monterey Park Pico Rivera Pomona Rosemead Santa Fe Springs South El Monte South Gate Vernon Walnut | Avocado Heights Bandini (islands) Bassett Citrus (Covina islands) (portion) East Azusa (islands) (portion) East Los Angeles: <ul style="list-style-type: none"> • Belvedere Gardens • City Terrace • Eastmont Firestone (portion) Florence (portion) Graham (portion) Hacienda Heights (portion) Los Nietos (portion) North Claremont (islands) (portion) Rowland Heights (portion) South San Gabriel South San Jose Hills South Whittier (portion) Sunshine Acres Valinda Walnut Park West Puente Valley West Whittier (portion) Whittier Narrows | Boyle Heights Chinatown Downtown Eagle Rock Echo Park El Sereno Expo Park (portion) Glassell Park Highland Park Lincoln Heights Little Tokyo Los Feliz (portion) Silverlake (portion) Westlake (portion) Wholesale District (portion) |

CLUSTER 2 CITIES AND COMMUNITIES

| Incorporated Areas | Unincorporated Areas | Los Angeles City Areas |
|---|---|---|
| Carson Compton Culver City Gardena Hawthorne Inglewood Lawndale Los Angeles (portion) Lynwood | Athens (or West Athens) Baldwin Hills Del Aire East Compton El Camino Village Firestone (portion) Florence (portion) Graham (portion) Ladera Heights Lennox Marina del Rey (portion) Rancho Dominguez View Park West Carson (portion) West Compton West Rancho Dominguez Westmont Willowbrook Windsor Hills Wiseburn | Adams Barnes City Central Avenue Crenshaw Expo Park (portion) Green Meadows Hollywood (portion) Koreatown La Brea Mar Vista Miracle Mile (portion) North Shoestring Palms (portion) Sawtelle (portion) South Park South Vermont Venice (portion) Vermont Square Watts West Adams Westchester (portion) Westlake (portion) Wholesale District (portion) Wilshire Center (portion) |

CLUSTER 3 CITIES AND COMMUNITIES

| Incorporated Areas | Unincorporated Areas | Los Angeles City Areas | Los Angeles City Areas (Continued) |
|---|--|--|--|
| Agoura Hills Beverly Hills Calabasas Hidden Hills Los Angeles (portion) Malibu San Fernando Santa Monica West Hollywood Westlake Village | Agoura Calabasas (adjacent) Calabasas Highlands Franklin Canyon Lake Balboa Malibu Vista Mulholland Corridor Cornell Las Virgenes/Malibu Canyon Malibu Lake Malibu Bowl Malibu Highlands Malibu/Sycamore Canyon Monte Nido Seminole Hot Springs Sunset Mesa Triunfo Canyon Topanga Canyon Fernwood Glenview Sylvia Park Topanga Universal City Valley Glen Veterans Administration Center West Chatsworth (portion) | Arleta Atwater Village Bel Air Benedict-Coldwater Canyons Beverly Glen Brentwood Canoga Park (portion) Chatsworth (portion) Encino Hancock Park Hollywood (portion) Lakeview Terrace Los Feliz (portion) Miracle Mile (portion) Mission Hills (portion) Mount Olympus North Hills North Hollywood Northridge Pacific Palisades Pacoima Palms (portion) Panorama City Park La Brea Rancho Park Reseda Sawtelle (portion) Sepulveda Sherman Oaks Silverlake (portion) Studio City Sun Valley (portion) Sunland (portion) | Sylmar (portion) Tarzana Toluca Lake Valley Village Van Nuys Venice (portion) Warner Center West Los Angeles Westwood Wilshire Center (portion) Winnetka Woodland Hills |

CLUSTER 4 CITIES AND COMMUNITIES

| Incorporated Areas | Unincorporated Areas | Los Angeles City Areas |
|--|---|--|
| Artesia Ayala Bellflower Cerritos Diamond Bar Downey El Segundo Hawaiian Gardens Hermosa Beach La Habra Heights La Mirada Lakewood Lomita Long Beach Los Angeles (portion) Manhattan Beach Norwalk Palos Verdes Estates Paramount Rancho Palos Verdes Redondo Beach Rolling Hills Rolling Hills Estates Signal Hill Torrance Whittier | East Whittier Hacienda Heights (portion) La Rambla Long Beach (islands) Los Cerritos Wetlands Los Nietos (portion) Marina del Rey (portion) Northeast Whittier (portion) Norwalk/Cerritos (islands) (portion) Northwest Whittier Rowland Heights (portion) San Clemente Island Santa Catalina Island South Whittier (portion) West Carson (portion) West Whittier (portion) Westfield | Harbor City Playa del Rey San Pedro Westchester (portion) Wilmington |

CLUSTER 5 CITIES AND COMMUNITIES

| Incorporated Areas | Unincorporated Areas | Unincorporated Areas (Continued) | Los Angeles City Areas |
|--|--|--|---|
| Alhambra Arcadia Bradbury Burbank Claremont Covina Duarte Glendale Glendora La Canada-Flintridge La Verne Lancaster Los Angeles (portion) Monrovia Palmdale Pasadena San Dimas San Gabriel San Marino Santa Clarita Sierra Madre South Pasadena Temple City West Covina | Acton Agua Dulce Alpine Altadena Antelope Acres Big Pines Bouquet Canyon Canyon Country Castaic Castaic Junction Charter Oak (islands) Citrus (Covina islands) (portion) Crystallaire Deer Lake Highlands Del Sur East Azusa (islands) (portion) East Pasadena East San Gabriel El Dorado Elizabeth Lake Fairmont Forrest Park Glendora (islands) Gorman Green Valley Hi Vista Juniper Hills Kagel Canyon Kinneola Mesa La Crescenta Lake Hughes Lake Los Angeles Lakeview Lang Leona Valley Littlerock | Llano Longview Mint Canyon Monrovia/Arcadia/Duarte (islands) Montrose Neenach Newhall North Claremont (islands) (portion) Northeast San Dimas (islands) Oat Mountain Pearblossom Placerita Canyon Quartz Hill Redman Roosevelt San Pasqual Saugus Soledad Stevenson Ranch Sulphur Springs Sunland/Sylmar/Tujunga (adjacent) Sun Village Three Points Twin Lakes Val Verde Valencia Valyermo Vasquez Rocks West Arcadia (islands) West Chatsworth (portion) West Pomona (islands) White Fence Farms Wilsona Gardens Wrightwood | Canoga Park (portion) Chatsworth (portion) Granada Hills Mission Hills (portion) Olive View Hospital (in Sylmar) Porter Ranch Sunland (portion) Sun Valley (portion) Tujunga |